

UNDERSTANDING YOUR PAY STUB

Some of the most common questions Human Resources receives are about the employee pay stub. To help you understand the pay stub and encourage you to look at your pay stub, the diagram below has been prepared to explain the information on the pay stub. Please review your own pay stubs and compare them to this diagram. It is each employee's responsibility to regularly review his/her pay stubs for accuracy. If you ever see any inaccuracies on the pay stub or have any questions, please contact your Human Resources Representative. Pay stubs are available to view on-line via the LINK system (<http://link.ne.gov>).

Callouts:

- Top Left:** Your hours for the current pay period, hourly rate of pay, current gross pay and year-to-date (YTD) gross pay.
- Top Right:** Your current and year-to-date (YTD) total gross pay and taxes.
- Left Side (Rows 10-14):** The State's portion of your health, life and retirement contributions.
- Bottom Left (Rows 15-16):** Your year-to-date (YTD) vacation and sick leave hours used.
- Bottom Left (Row 17):** Your total gross pay, total deductions and net pay.
- Bottom Left (Row 18):** Your **CURRENT** vacation and sick leave balances. **Comp time balances do NOT appear on the pay stub.** Comp time balances are available on-line via the Leave Balance Inquiry menu in NIS Employee Self Service.
- Bottom Center (Row 19):** Current and YTD leave earnings.
- Bottom Right (Rows 20-21):** Your current and year-to-date (YTD) retirement and optional deductions.

Pay / Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	Deduction Description	Current Amount	YTD Gross Amount
REGULAR PAY	80.00	20.757	1660.60	13713.45	Gross Wages	1660.60	14652.71
VACATION PD.				257.24	FEDERAL INCOME TAX	153.30	1337.89
SICK PAID				41.51	FEDERAL SOC SEC WITHHELD	66.82	589.12
HOLIDAY				640.51	FEDERAL MEDICARE WITHHELD	23.07	203.39
HEALTH INS			165.41	1488.69	NEBRASKA STATE INCOME TAX	61.34	533.70
BASIC LIFE INS			0.50	4.50	RETIREMENT	79.71	703.33
RETIREMENT			124.35	1097.21	DEF COMP ST	15.00	135.00
VACATION HOURS EARNED			5.85	52.65	DENTAL INS	10.58	95.22
SICK HOURS EARNED			6.47	58.23	HEALTH INS	43.97	395.73
* Sick Taken/Available *	(2.00)		1040.42		LIFE-3XSAL	2.60	23.04
* Vacation Taken/Available *	(12.50)		319.95		AD&D	0.05	0.45
					LONG TERM DISABILITY	1.80	15.93
					PARKING	15.00	135.00
					COMBINED CAMPAIGN	5.00	45.00
					TRAVEL	5.00	10.00
Gross Pay			1660.60				
Deductions			483.24				
				Net Pay			
				1177.36			

Direct Deposit

Your take home pay will be processed via direct deposit. The net take home pay can be distributed to one account or split among multiple bank accounts at various financial institutions or credit unions. The pay stub will NOT display how your take home pay was dispersed amongst your various bank accounts.